

ASSISTANT FIRE MARSHAL

DISTINGUISHING FEATURES

The fundamental reason the Assistant Fire Marshal exists is to plan and supervise inspection programs; plan, assign, supervise, and evaluate the work of personnel assigned to fire prevention inspections; perform complex technical fire prevention and safety inspections and arson investigations. This classification is supervisory. Work is performed under the general supervision of a Deputy Fire Chief.

ESSENTIAL FUNCTIONS

Supervises employees involved in specialized fire prevention activities, fire inspections, prevention training and fire investigations.

Conducts fire safety inspections of existing facilities and new construction for conformance with City fire and building codes and regulations, and with national standards.

Assists in writing amendments to the National Codes for the City revised codes and adoption by ordinance.

Provides comprehensive monthly and annual reports of prevention department activities.

Conducts public safety talks and demonstrations.

Responds to all second alarm fire investigations.

Operates emergency response vehicles.

Responds to all fatal fire assignments.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Laws and ordinances pertaining to fire prevention, arson, and the City's building codes.
Fire hazards, prevention and protective methods.
Fire prevention inspection and firefighting methods and techniques.
The principles and practices of fire investigation.
The principles and practices of employee supervision, training, and evaluation.
Computers and related software.

Ability to:

Plan and supervise inspection programs.
Plan, assign, supervise, and evaluate the work of personnel assigned to fire prevention inspections.
Perform complex technical fire prevention and safety inspections and arson investigations.

Courteously but firmly, enforce the laws and regulations associated with fire prevention.
Remain current with codes, standards, regulations, and proposed changes.
Deal persuasively and effectively with property owners and the public.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
Maintain regular consistent attendance and punctuality.
Communicate both verbally and in writing with all levels of the organization using clearly organized thoughts, proper sentence construction, punctuation, and grammar.
Provide superior customer service for both internal and external customers.
Operate a variety of standard office equipment, a personal computer and a variety of computer software that requires continuous and repetitive arm or hand and eye movement for extended periods of time.
Comprehend and make inferences from written materials such as fire codes and ordinances.
Work in a variety of weather conditions with exposure to the outdoor elements.
Use appropriate Personal Protection Equipment (PPE), including a self-contained breathing apparatus (SCBA) while performing tasks in environments that may be immediately dangerous to life.

Education & Experience

Requires five years experience in fire prevention operations and inspection work. Must have a Bachelor's Degree from an accredited college or university in Fire Science or a minimum of 60 semester hours of college credit that includes any combination of fire fighting, EMS and academic subjects.

Note: Beginning in July 2007, a Bachelor's Degree in Fire Science, Business Administration or a related field will be required.

Additional Requirements/Certifications

International Conference of Building Officials (ICBO) in the current adopted version of the Fire Code.

Arizona IAAI Fire Investigation Certification

Special Requirement

Must possess and maintain a valid Arizona Driver's License with no major driving citations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified